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ABSTRACT

The National Center for Higher Education Management Systems (NCHEMS) at the Western Interstate Commission for Higher Education (WICHE) developed a series of Data Element Dictionaries to primarily service the instructional function. This report, developed by the University of Georgia, clarifies and adds elements relating to research and service functions. This research data element dictionary is compatible with the Information System developed at WICHE as well as with the Program Planning and Budgeting (PPB) System developed at the University of Georgia. Emphasis is placed on dictionary organization and format, key to columns used in the preliminary draft, research data element index, research related elements, and comments on file structure. A related document is HE 004 090. (Author/KJM)

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ED 076126

DATA ELEMENT DICTIONARY

RESEARCH RELATED ELEMENTS SECTION

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Abstract:

The NCHEMS at WICHE has prepared a series of Data Element Dictionaries which primarily serve the instructional function. It is, of course, necessary to clarify and add elements relating to research and service functions. This "Research" data element dictionary is a part of the University of Georgia effort. The "dictionary" is compatible with the Information System developed at WICHE as well as with the PPB System developed at UGA.

DATA ELEMENT DICTIONARY

RESEARCH RELATED ELEMENTS SECTION

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DATA ELEMENT DICTIONARY

Research Related Elements Section

FIRST EDITION

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INTRODUCTION

The National Center for Higher Education Management Systems at WICHE has prepared the following sections in the Data Element Dictionary:

I. Student Related Elements

II. Staff Related Elements

III. Facilities Related Elements

IV. Course Related Elements

V. Finance Related Elements.

Since the major functions of a university are instruction, research, and service, it is obvious that the above Data Element Dictionaries were primarily created to serve the instructional function. To integrate a planning system with programming and budgeting, it is necessary to clarify and add elements relating to research and service. The program structure developed at the University of Georgia emphasized the importance of research within the scholar-disciple interaction which plays a major role in the upper level, professional, and graduate programs of a university. While "sponsored research" funded from a variety of sources has a superimposed information flow, information about what is commonly called "general research" or "developing the state of the arts" has been thoroughly neglected in nearly all university environments. To stretch the available dollar, contemporary stress is on "productivity" which is often related to the student-faculty ratio. It must be remembered that without research a university would be relegated to some sort of upper class high school without developing the capabilities of young men and women to search into new spheres, probing new ways, creating new thoughts.

Learning itself would be purely encyclopedical, which at this stage of the knowledge-explosion, must be self defeating.

The importance of research within the university cannot be overstressed! At the same time it is imperative to know what research is underway, where research is being accomplished, what facilities and equipment are available, what progress has been made, the identity of the instigators and/or co-instigators, what resources are available, what is being published or expected to be published, etc.

To support individual academic freedom with regard to research activities the university must have an information exchange center which would systematically provide:

1. Statistics of the state of the art within the University.
2. Statistics of funding from various fund sources.
3. Exchange of research information within the University.
4. Exchange of progress and results of specific projects within the research community.
5. Assistance to researchers and research centers which would avoid unwarranted duplication of research, and which would encourage co-ordination of concurrent efforts.
6. Assistance to schools, colleges and department heads in seeking expert advise and assistance in the pursuit of their missions.
7. Information needed to formulate answers to questions raised in-house, or by policy planners and others.

The Data Element Dictionary "Research" is considered complementary to the five created by NCHEMS and is compatible with the Information Systems under development at WICHE as well as with the PPB System under implementation at the University of Georgia. In that spirit the accepted criteria for inclusion of data elements are:

1. Necessary for completion of Higher Education General Information Survey (HEGIS).

2. Necessary for reporting and accountability to major sources of Federal Funds, especially NSF, as well as information from Non-Profit Foundations.

3. Likely to be needed for Cost Exchange Procedures.

4. Likely to be needed for Resource Requirements Prediction Models.

5. Necessary to link operational files together for derivation of information.

6. Basic to institutional record keeping.

This proposal incorporates data elements which all participating organizations will use to a major degree in building their data base. Compatibility of information exchanged across institutional lines can be achieved only with uniformity of the data elements from which all subsequent data and information will be derived. Hence, identification of the discrete data elements which will be incorporated in the data bases of participating institutions is a task of major importance.

The Research Data Elements presented in this proposal are not fixed. It is anticipated that as models and formulae are constructed for use, that additional data elements may be needed, and some of those now identified may be eliminated from the list. The data base and models being developed to use it are linked together and neither the data base nor the models can be developed independently of one another. It may be that most of the Research file elements listed in this proposal will remain in future editions.

The Research File Elements identified in this proposal are not intended as a complete list of all data elements an organization will need for its management and reporting purposes. Most schools, colleges, institutions, and

centers may have unique management information needs which will require unique data elements. Further, routine operations may require data elements not presently included in this file. Your assistance is requested to identify Data Elements, in addition to those listed in the file, which you might wish to see included on a general-interest basis.

Dictionary Organization and Format

The Research file Elements proposed in this section of the UGA MIS Files have been grouped into three categories for examination. The numbers attached to the elements are to facilitate identification and location of the elements and have no implication for standard coding practices. The lettered categories indicated for elements are not intended to imply any coding structures. The three categories of Research Elements are:

1. 100-199 Research-Project Description
2. 200-299 Local Institution Identification
3. 300-399 Sponsoring Institution Identification

Certain portions of the data are coded to establish a relationship between files for the purpose of deriving information for analytical purposes. An example of this situation is Project Phasing listed in the 370 section of the file which, in conjunction with the Project Number (element 303) and Subject Field (element 300), must relate to the appropriate identifiers in both the Staff Related Elements Sections and financial data elements. These "linking" elements are identified in the comments column of the file.

In order to define each data element, the file provides (1) a number, (2) a title, (3) a description and (4) comments needed for further clarification. In addition, the proposal suggests the anticipated utility of each element. These indications are preliminary at this time since crossover and program codes are not yet completed.

Key to Columns Used in This Dictionary *

Number Column -- Number for identification of specific elements with a structure to indicate category, as explained earlier. (The numbers are not intended to be a standard coding scheme).

Title Column -- A brief identification for the data element.

Comments Column -- Additional information as may be needed to further define the data element, justify its inclusion, or identify its relationship to other elements.

USES Columns:

HEGIS -- "X" in this column indicates that this element is needed for the compilation of information for the Higher Education General Information Survey (HEGIS report).

Level III -- Cost Exchange "X" in this column indicates that this element is likely to be needed for exchange of comparable cost information between participating institutions (associated with WICHE MIS Level III participation).

Level IV -- Models "P" in this column indicates that this element is likely to be needed for the WICHE MIS Resource Requirements Prediction Model (RRPM-1)

"F" in this column indicates that this element is likely to be needed for the WICHE MIS Student Flow Model.

"S" in this column indicates that this element is likely to be needed for a future WICHE MIS simulation model.

(This column is associated with WICHE MIS Level IV participation)

* This page is borrowed from WICHE documentation

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113	Expected completion date	2
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203	Signing Authority	5
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107	Total Amount Authorized	2
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104	Keywords	1
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143	Relation of Project to Interest of Dept/ Agency Country	3

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300	Sponsoring Agency Type	6
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108	Total Allocated to Date	2
107	Total Amount Authorized	2
109	Total Expenditures Planned to Date	2
308	Type Funding	6

Number	Title	Description	Comment	Uses		
				Hegis	Level III Cost Exchange	Level IV Models
100	HEGIS number for discipline and specialty	HEGIS, SCI-TECH		X	X	P
101	Title	Short Title of proposed research project	Translatable to HEGIS			
102	Statement of Objectives	Expanded title and statement of objective/problems of research project	Program link		X	P
103	Project Number		Finance/Staff link			
104	Keywords	Significant keywords or indexing codes HEGIS, SCI-TECH	Staff/Program link	X	X	P
105	Amount requested	Amount requested for total project	Finance related			
106	New or renewal	New application or renewal			X	P

Number	Title	Description	Comment	Uses		
				Regis	Level III Cost Exchange	Level IV Models
107	Total Amount Authorized	Fin'l sup. for the duration of the research project.	Finance related		X	P
108	Total Allocated to date	Amount requested for fiscal year - as a separate item	Finance related		X	P
109	Total Expenditures Planned to Date	Total cost of research project to date as planned	Finance/analysis		X	P
110	Total Actual Expenditures to Date	Actual cost of research project to date.	Finance/analysis		X	P
111	Equipment Requests -- over $50,000 type, amt.	Application for equipment grant ($50,000) -- type amt.	Facilities related		X	P
112	Major Equipment granted over $50,000 type, amt.	Grants received for major equipment ($50,000) - type amount.	Finance/Facilities			
113	Expected completion date	Expected completion date of project when athorized	Analysis			
114	Starting date	Date of commencement of research project	Analysis			
115	Duration of Project	Expected duration or research project	Analysis			
116	Revised Completion	Estimated date from progress report on research project	Analysis			

Number	Title	Description	Comment	Uses		
				Regis	Level III Cost Exchange	Level IV Models
130	Other Grants -- Applied for or Expected for project	Details of other grants (including federal government) applied for or expected	Analysis	X	X	P
131	Current Related Research Publications of project members	Current research publications of applicant/investigators -- relation to proposed research project	Staff Linked		X	
140	Description of Proposed Research	Statement of design of research project, methods to be used, etc.	Analysis	X		
141	Benefits from project	Dollars, time, lives, etc. to be saved by project results	Analysis		X	P
142	State of knowledge summary	Review of present state of knowledge in research area				
143	Relation of Project to interest of Dept/Agency/ Country	Relation of research project to interest of department/ country	Analysis	X	X	P
150	Location and Space Requirements	Geographical location of research project and amount and types of space including power, ari cond., open, covered, etc.	Linked to Facilities		X	P
160	Referees/assessors for research project (names, etc.)					

Number	Title	Description	Comment	Uses		
				Hegis	Level III Cost Exchange	Level IV Models
170	Project Phase Plan	a. Phase No. b. Phase Title c. Phase Duration d. Total cost e. EFT by rank f. Start Date g. Completion date h. Report submission Date i. Product definition j. Product Delivery Date	Analysis and Links to Finance Staff and Facilities		X	
180	Project Phase Actual	a. Phase No. b. Days Duration to Date c. Cost to Date d. Manhours by rank to date e. Actual Start Date f. Expected completion Date g. Report Submission h. Product Delivery Date				

Number	Title	Description	Comment	Uses		
				Regis	Level III Cost Exchange	Level IV Models
200	School or College	Responsible school, college, institute, center, etc.	These are linking elements		X	P
201	Department	Affiliation of applicant or principal investigator (inst. dept, add)	To relate research by organization to other sections of MIS files			
202	Research Supervisor	Name SSN of supervisor of research project in university	This element links to staff for analysis		X	P
203	Signing Authority	Name SSN and position of official signing for inst. of applicant/investigator	This element links to financial and staff for accountability and analysis		X	P
204	Other Investigators	Names SSN and details (experience, qualifications, addresses, etc.) of other investigators/others to be supported on grant/other users	This element links to staff for analysis		X	P
205	Project Account Number	(If different from project number and program number)	This element links to finance		X	P
206	Program Ident. No.	Based upon UGA Prog. Code	This links research as student related or environ related			

Number	Title	Description	Comment	Uses		
				Hegis	Level III Cost Exchange	Level IV Models
300	Sponsoring Agency Type	Federal, State, Foundation, Individual. Name or title of sponsor			X	P
301	Sponsoring Agency	Name or Title of Sponsor			X	P
302	Mailing Address	Mailing address of department of agency (where form to be sent)				
303	Department Officer	Sponsoring departmental officer				
304	Branch	Division, etc. of department that is overseeing research project				
305	Sponsors Project No.	New or Previous	Links to Finance		X	P
306	Grant Number or Contract No.	New or previous	Links to Finance		X	P
307	Previous Applic/Grant	Previous applications to department or grant now held from department			X	P
308	Type Funding	FY, Term, Continuing			X	P

COMMENTS